

MARFOREUR/AF

PCS Checklist

List of tasks required to complete your permanent change of station move from your current duty station to Marine Corps Forces, Europe and Africa or Joint commands in Stuttgart, Germany.

Task (in sequential order from receipt of orders through first weeks in Stuttgart)	Yes, No, NA	Notes
Orders received. Are they accurate? accompanied/unaccompanied, departure and report no later than dates		
Initiate outbound interview on Marine Online		
Start overseas medical screening within 10 days of receipt of orders		
Review the requirements for in the Foreign Country Guide at APACS.milcloud.mil and coordinate with your local outbound section		
Notify current housing office or landlord of move-out date		
Download the USAG Stuttgart App (iOS App Store, Google Play)		
Sign up for a MCCA Relocation Class		
Apply for no-fee passports through your local DMO		
Sponsor contact initiated		
Plan your household goods shipment. What must be unaccompanied baggage? What can be non-temp storage? Start purging.		
Create/update your Defense Personal Property System (DPS) account		
Schedule your property shipments through DPS		
Apply for housing through the USAG Stuttgart Housing Office		
Schedule flights with the local travel office		
Traveling with pets? Provide info to the travel office and your airline		
Schedule your pet veterinary examination for no earlier than 10 days before your arrival in Stuttgart		
Contact hotel for Temporary Lodging; Panzer Kaserne Hotel or Kelley Hotel are the two options; If unavailable, ask for a Certificate of Non Availability and for local hotel list		
Plan your POV storage or shipment		
Schedule your POV drop-off at pcsmypov.com		
Contact your lender for a international shipping approval letter		
Notify your child's school about your move. Disenroll and get records		
Schedule children's school and sports physicals		
Update your outbound interview		
Get a power of attorney		
Contact your financial institutions about your move		
Schedule routine medical and dental appointments and ensure you receive your medical/dental records prior to departure. Order your 90 days supply of prescriptions		
Build a PCS budget		
Ship your POV		
Check your U.S. driver's license expiration and renew if necessary		
Contact your insurance company about Germany renter's insurance		
Plan/confirm your current PDS departure		
Set up your USAG Stuttgart Community Mail Room box		
Complete a change of address / forward mail request with USPS		
Contact USAG Stuttgart Child Development Center about needs on arrival		
Contact CYS Youth Sports to register for summer recreational sports		
Confirm status of your passports		
Talk to your APC and update your GTCC info and credit limit		
Complete your outbound interview		
Contact your U.S. cellular provider to confirm coverage on arrival		
Take the USAREUR Driver Test on Joint Knowledge Online		
Schedule the Welcome Aboard Brief on the USAG Stuttgart App		
Schedule a Housing Appointment on the USAG Stuttgart App		
Receive your pets USDA Interstate and International Certificate of Health. No earlier than 10 days prior to arrival in Stuttgart.		
Receive your ticketed airline reservations		

Task (in sequential order from receipt of orders through first weeks in Stuttgart)	Yes, No, NA	Notes
Update your accounts to ensure you can access them overseas		
Pick up your 90 days supply of prescriptions		
Notify your credit card companies of your overseas move		
Schedule USAREUR Driver's License pickup on USAG Stuttgart App		
Confirm arrival and pickup plans with your sponsor		
TRAVEL DAYS		
Check in with the RPAC		
Visit DEERS office to update system		
Visit Pass and ID office for installation access		
Register pet with USAG Stuttgart Veterinarian		
Pick up your USAREUR Driver's License		
Attend the Welcome Aboard Brief located at the Central Processing Facility (CPF)		
Housing appointment		
Check into Patch Medical		
Check into Dental Clinic (Panzer)		
Get new German cellular plan		
Schedule POV pick up, inspection, and registration		
Take the ACS Hospital Tour		
Register child in school		
Schedule Regional G-2 Traveler Briefs		
Take sponsorship surveys		